AN ORDINANCE of the City of Kent, Washington creating the position of Finance and Personnel Director, designating those departments of the City which shall report to the Director, describing the duties of the office and the qualifications of the Director, and providing for the salary of the position.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

Section 1. There is hereby created a position known as the "Finance and Personnel Director". Said position is created in accordance with the Kent City Policy Manual adopted by Resolution 658 and further adopted by Ordinance 1784 of the City of Kent.

Section 2. The following departments will report to the Finance and Personnel Director:

1. City Clerk
2. City Treasurer
3. Electronic Data Processing

Section 3. DUTIES: The Finance and Personnel Director shall create an effective working relationship between the Finance and Personnel Department and all other City Departments; supervise each of the departments reporting to him and make periodic reports to the City Administrator.

Section 4. APPOINTMENT: The Director shall be appointed by the City Administrator in accordance with the provisions of the Policies and Procedures Manual solely on the basis of his professional experience and education and demonstrated knowledge of accepted practices relating to the duties of his office.
Section 5. QUALIFICATIONS: The Director must be a graduate of a recognized college or university, with a major emphasis in accounting and with considerable education in the field of Personnel Management. He must have at least five (5) years of experience in finance and personnel work. Experience in municipal finance and personnel work as well as utility accounting is desirable, although not a requirement of the position.

Section 6. GENERAL POWERS AND DUTIES: Subject to the provisions of Section 3 above, the general powers and duties of the Finance and Personnel Director shall be:

(a) Develop proper personnel procedures for all departments of the City.
(b) Act as equal opportunity officer and actively administer the Affirmative Action Program of the City.
(c) Assist the City Administrator in budget preparation and supervision.
(d) Accept responsibility for full development of computer activity.
(e) Exercise control of central purchasing.
(f) Develop reporting, recording and filing of official City records.
(g) Develop accounting procedures in accordance with the directives of the State Auditor.

Section 7. SALARY: The salary of the Finance and Personnel Director shall be that as established in the Annual City Budget.

Section 8. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

ISABEL HOGAN, MAYOR
ATTEST:

MARIE JENSEN, City Clerk

APPROVED AS TO FORM:

DONALD E. MIRK, City Attorney

PASSED the ___ day of January, 1973.

APPROVED the ___ day of January, 1973.

PUBLISHED the ___ day of January, 1973.

I hereby certify that this is a true copy of Ordinance No. 1809, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

MARIE JENSEN, CITY CLERK